



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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☆☆  
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**VETERANS AFFAIRS BULLETIN**  
**No. 4-06**

**1 November 2006**

**VIOLENCE IN THE WORKPLACE**

1. References:

- a. Executive Order #49, 17 April 1996, Governor Whitman.
- b. Departmental Letter, DOP, 3 February 2004, Workplace Violence Prevention.
- c. Departmental Directive, DMAVA draft, Violence in the Workplace.

2. Employees are our most valued asset and residents are our valued charges. Each employee and resident of the Veteran Memorial Homes (VMHs) has the right to a facility that is free of violence and threats of violence.

3. The Department of Military and Veterans Affairs, Division of Veterans Healthcare Services (DVHS), recognizes its obligation to provide a safe, respectful, and harmonious work environment for each of its employees and its residents. Therefore, the policy of the DVHS is **zero tolerance** of violence in the workplace. This includes, but is not limited to, physical assaults or altercations, verbal abuse, threats of violence, intimidation, harassment, destroying or abusing property, displaying or brandishing weapons, and violent intimidating notes, e-mails, or visual signs.

4. Employees are directed to immediately report all incidents of violence in the workplace to their immediate supervisor. In the absence of the immediate supervisor, employees must report to any member of the management team. Supervisors and management are to address these complaints immediately and take the appropriate action, including contacting local authorities (911) if deemed appropriate or necessary.

5. This bulletin provides interim guidance only. A detailed violence prevention plan will be published as a DMAVA Departmental Directive.

6. Questions or inquiries concerning this bulletin should be addressed to BG Frank R. Carlini, Director, Division of Veterans Healthcare Services at 609-530-6766 or e-mail [Frank.Carlini@njdmava.state.nj.us](mailto:Frank.Carlini@njdmava.state.nj.us).

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

A handwritten signature in black ink, appearing to read "David S. Sneider", with a long horizontal flourish extending to the right.

DAVID S. SNEDEKER  
Chief Information Officer  
Acting Director, Information and  
Administrative Services Division

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